

# Newark Housing Authority Annual Plan 2018

(Draft Date: 8-7-17)

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**NEWARK HOUSING AUTHORITY**  
**ANNUAL PLAN**  
**2018**  
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<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p> <b>PHA Name:</b> _____ <b>PHA Code:</b> _____  <b>PHA Type:</b> <input type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _____  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>6,855</u> <b>Number of Housing Choice Vouchers (HCVs)</b> _____ <b>Total Combined Units/Vouchers</b> <u>13,762</u>  <b>PHA Plan Submission Type:</b> <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.  The location where the public may obtain copies of NHA's Annual Plan, Plan Elements and information about the public hearing are: 500 Broad Street, Newark, NJ 07102, all NHA property management offices, and at NHA's website (www.newarkha.org). NHA placed an advertisement in the Newark Star Ledger, posted notices at each public housing site and contacted advocacy groups notifying them of the public hearing and where to locate Plan documents. </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="164 1444 440 1518" rowspan="2">Participating PHAs</th> <th data-bbox="440 1444 573 1518" rowspan="2">PHA Code</th> <th data-bbox="573 1444 870 1518" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="870 1444 1143 1518" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1143 1444 1451 1518">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1143 1518 1289 1612" style="text-align: center;">PH</th> <th data-bbox="1289 1518 1451 1612" style="text-align: center;">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="164 1518 440 1612">Lead PHA:</td> <td data-bbox="440 1518 573 1612"></td> <td data-bbox="573 1518 870 1612"></td> <td data-bbox="870 1518 1143 1612"></td> <td data-bbox="1143 1518 1289 1612"></td> <td data-bbox="1289 1518 1451 1612"></td> </tr> <tr> <td data-bbox="164 1612 440 1707"></td> <td data-bbox="440 1612 573 1707"></td> <td data-bbox="573 1612 870 1707"></td> <td data-bbox="870 1612 1143 1707"></td> <td data-bbox="1143 1612 1289 1707"></td> <td data-bbox="1289 1612 1451 1707"></td> </tr> <tr> <td data-bbox="164 1707 440 1801"></td> <td data-bbox="440 1707 573 1801"></td> <td data-bbox="573 1707 870 1801"></td> <td data-bbox="870 1707 1143 1801"></td> <td data-bbox="1143 1707 1289 1801"></td> <td data-bbox="1289 1707 1451 1801"></td> </tr> <tr> <td data-bbox="164 1801 440 1934"></td> <td data-bbox="440 1801 573 1934"></td> <td data-bbox="573 1801 870 1934"></td> <td data-bbox="870 1801 1143 1934"></td> <td data-bbox="1143 1801 1289 1934"></td> <td data-bbox="1289 1801 1451 1934"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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Lead PHA:																																	



<b>B.5</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p>
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.8</b>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>C.</b>	<p><b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
<b>C.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>



## 2018 Annual Plan NHA Properties/Sites

Development Name	AMP Number	Project Number	Address	Status	Property Type (Mixed Finance, Townhome, Senior, Family)
Bradley Court	NJ002002014	NJ2-14	46 N. Munn 07106		Family
Baxter-Crane	NJ002002016	NJ2-16	60 Cedar Lane 07107		Senior
Kretchmer-Boyden	NJ002002017	NJ2-17	35 Van Vetchen Street 07114		Senior
Pennington Court	NJ002002002	NJ2-2	214 South Street 07105		Family
Bradley Court	NJ002002014	NJ2-20A	46 N. Munn 07106		Townhome
Bradley Court II	NJ002003002	NJ2-20B	93 7th Avenue 07104		Townhome
Kretchmer-Boyden-A	NJ002002021	NJ2-21A	963 Frelinghuysen Ave 07114		Senior
Kretchmer-Boyden-E	NJ002002022	NJ2-21E	130 Dayton Street 07114		Senior
Kretchmer-Boyden-F	NJ002002023	NJ2-21F	46 Evergreen Ave. 07114		Senior
Baxter-Crane-C	NJ002002018	NJ2-22C	900 Franklin Ave. 07107		Senior
Baxter-Crane-D	NJ002002020	NJ2-22D	801 N. 6th Street 07107		Senior
James C. White Manor	NJ002002025	NJ2-25	516 Bergen Street 07108		Mixed-Finance
BelleMead Site	NJ002003003	NJ2-29	281 16th Avenue 07103		Townhome
Chadwick/Mt. Prospect	NJ002003006	NJ2-31A	724 Hunterdon St. 07108		Townhome
Stephanie Thompson Village	NJ002003002	NJ2-31B	93 7th Avenue 07104		Townhome
BelleMead Site	NJ002003003	NJ2-35	281 16th Avenue 07103		Townhome
Janice Cromer	NJ002003001	NJ2-36	33 Triton Terrace 07104		Townhome

<b>Development Name</b>	<b>AMP Number</b>	<b>Project Number</b>	<b>Address</b>	<b>Status</b>	<b>Property Type (Mixed Finance, Townhome, Senior, Family)</b>
La Villa Drive, Jose Rosario	NJ002003007	NJ2-38	534 So. 12th Street 07103		Townhome
Betty Shabazz	NJ002003004	NJ2-39A	190 Court Street 07103		Townhome
Betty Shabazz Village	NJ002003012	NJ2-39B	122 Avon Avenue 07108		Townhome
Serenity	NJ002003012	NJ2-40A	122 Avon Avenue 07108		Townhome
La Villa Drive, Jose Rosario	NJ002003007	NJ2-40B	534 So. 12th Street 07103		Townhome
Serenity	NJ002003006	NJ2-40C	724 Hunterdon St. 07108		Townhome
Betty Shabazz Village	NJ002003004	NJ2-41A	190 Court Street 07103		Townhome
La Villa Drive, Jose Rosario	NJ002003007	NJ2-41B	534 So. 12th Street 07103		Townhome
Kemsco Development	NJ002003002	NJ2-42A	93 7th Avenue 07104		Townhome
Kemsco Ogdent St.	NJ002003001	NJ2-42B	33 Triton Terrace 07104		Townhome
BelleMead Site	NJ002003003	NJ2-43	281 16th Avenue 07103		Townhome
BelleMead Site	NJ002003003	NJ2-44B	281 16th Avenue 07103		Townhome
La Villa Drive, Jose Rosario	NJ002003007	NJ2-44A	534 So. 12 <sup>th</sup> Street 07013		Townhome
BelleMead Site	NJ002003003	NJ2-45	281 16th Avenue 07103		Townhome
Redevelopment	NJ002003012	NJ2-46	122 Avon Avenue 07108		Townhome
Clinton Ave Townhomes	NJ002003006	NJ2-47	724 Hunterdon St. 07108		Townhome
Century 21	NJ002003006	NJ2-48	724 Hunterdon St. 07108		Townhome
La Villa Drive, Jose Rosario	NJ002003007	NJ2-49	534 So. 12th Street 07103		Townhome
Town Homes at North Point	NJ002003001	NJ2-50A	33 Triton Terrace 07104		Townhome
Town Homes at South Point	NJ002003006	NJ2-50B	724 Hunterdon St. 07108		Townhome



<b>Development Name</b>	<b>AMP Number</b>	<b>Project Number</b>	<b>Address</b>	<b>Status</b>	<b>Property Type (Mixed Finance, Townhome, Senior, Family)</b>
La Villa Drive, Jose Rosario	NJ002003007	NJ2-50C	534 So. 12th Street 07103		Townhome
Town Homes at South Point	NJ002003012	NJ2-50D	122 Avon Avenue 07108		Townhome
Wynona Lipman Gardens	NJ002003010	NJ2-52	200 Cathedral Ct. 07104		Townhome
Millennium Way	NJ002003006	NJ2-53	724 Hunterdon St. 07108		Townhome
Stephen Crane Village	NJ002002006	NJ2-6	1 Stephen Crane Village 07107		Townhome
Walsh North	NJ002003011	NJ2-67	100 Riverside Ct 07104		Townhome
Walsh North	NJ002003011	NJ2-68	100 Riverside Ct 07104		Townhome
Walsh North	NJ002003011	NJ2-69	100 Riverside Ct 07104		Townhome
Hyatt Court	NJ002002007	NJ2-7	2 Ronoke Avenue 07105		Family
Kretchmer Homes Townhouse	NJ002003009	NJ2-70	9 Ludlow Pl. 07114		Townhome
Stella Gardens	NJ002002844	NJ2-74	147 Charlton St.		Mixed-Finance
Charlton Gardens	NJ002002845	NJ2-75	147 Charlton St.		Mixed-Finance
Spruce Gardens	NJ002002846	NJ2-76	147 Charlton St.		Mixed-Finance
City View Family	NJ002002077	NJ2-77	147 W. Kinney St		Mixed-Finance
City View Senior	NJ002002078	NJ2-78	195 W. Kinney St		Mixed-Finance
Montgomery Height-I	NJ002002080	NJ2-80	671 MLK Blvd		Mixed-Finance
Baxter Park South	NJ002002083	NJ2-83	1 Wellington Way		Mixed-Finance
Terrell Homes	NJ002002009	NJ2-9	35 Riverview Court 07105		Family
Townhouses - Oriental St.	NJ002003001	NJ2-37	33 Triton Terrace 07104		Townhome
Baxter-Crane	NJ002002221	NJ2-22B	25 Summit Street 07103		Senior
West Kinney Gardens Phase I-A	NJ002002843	NJ2-72	333 Springfield Ave.		Mixed-Finance

<b>Development Name</b>	<b>AMP Number</b>	<b>Project Number</b>	<b>Address</b>	<b>Status</b>	<b>Property Type (Mixed Finance, Townhome, Senior, Family)</b>
Montgomery Heights II				Scheduled to come online in 2018	Mixed-Finance
New Horizon				Scheduled to come online in 2018	Mixed-Finance

## List of Annual Plan Attachments

ATTACHMENT LETTER	DESCRIPTION
A.	Revisions of PHA Plan Elements
B.	Sources of Funds
C.	New Activities
D.	Civil Rights Certification – HUD 50077
E.	Progress Report
F.	Resident Advisory Board Comments & NHA Responses
G.	Certification by State or Local Officials
H.	Public Comments & Responses
I.	Revisions – PH ACOP
J.	ACOP
K.	Revisions – HCV Administrative Plan
L.	Administrative Plan



## **2018 Annual Plan**

# **Attachment A Revisions of PHA Plan Elements**



## 2018 Annual Plan

### Attachment A: Revisions of PHA Plan Elements

#### B.1. Revision of the PHA Plan Elements

##### (b) Description of Revisions

##### 1. Statement of Housing Needs and Strategy for Addressing Needs

NHA works closely with the City of Newark in developing the Consolidated Plan including efforts to address the needs for affordable housing in Newark.

Furthermore, NHA plans to pursue the development and acquisition of additional affordable housing by leveraging tax credits and other financial means to address affordable housing challenges in the community. NHA anticipates completion of Phase I of the Turner Boulevard mixed finance project by the Fall of 2018 and completion of Montgomery Heights Phase II project by the Spring of 2018. In total these two projects will result in 243 additional units of housing for low-income families.

NHA will continue to fully utilize its voucher allocation funds and apply for additional vouchers for relevant activities in 2018. NHA continues to monitor its Wait Lists, to ensure that eligible applicants are screened and housed, once vacancies occur. In 2018, upon analysis of wait list demographics and other factors affecting housing needs, NHA may consider additional admission preferences and/or allocation of units for certain preferences.

#### Demographics LIPH Waiting Lists

Race & Ethnicity			
RACE	NUMBER	ETHNICITY	NUMBER
American Indian	143	Hispanic	1,805
Asian	38	Non-Hispanic	12,096
Black	11,646	Not Declared	1,015
No Race	1,354		
Pacific Islander	193		
White	1,479		
Multiple Race	63		
<b>TOTAL</b>	<b>14,916</b>	<b>TOTAL</b>	<b>14,916</b>

Income Range	
INCOME RANGE	NUMBER
\$0 - \$10,00	8,652
\$10,001 - \$20,000	3,955
\$20,001 - \$30,000	1,499
\$30,001 - \$40,000	520
Over \$40,000	290
<b>TOTAL</b>	<b>14,916</b>

### Bedroom Size

BR SIZE	NUMBER
0	3,608
1	4,543
2	5,226
3	1,346
4	177
5+	16
<b>TOTAL</b>	<b>14,916</b>

### Elderly/Disabled

SPECIAL STATUS	NUMBER
Disabled	4,182
Elderly	1,418
<b>TOTAL</b>	<b>5,600</b>

## Demographics Housing Choice Voucher Program Waiting Lists

### Race & Ethnicity

RACE	NUMBER	ETHNICITY	NUMBER
American Indian	279	Hispanic	3,006
Asian	41	Non-Hispanic	18,197
Black	18,136	Not Declared	387
No Race	240		
Pacific Islander	411		
White	2,150		
Multiple Race	333		
<b>TOTAL</b>	<b>21,590</b>	<b>TOTAL</b>	<b>21,590</b>

### Income Range

INCOME RANGE	NUMBER
\$0 - \$10,00	18,119
\$10,001 - \$20,000	1,998
\$20,001 - \$30,000	902
\$30,001 - \$40,000	353
Over \$40,000	218
<b>TOTAL</b>	<b>21,590</b>

### Elderly/Disabled

SPECIAL STATUS	NUMBER
Disabled	3,036
Elderly	347
<b>TOTAL</b>	<b>3,383</b>

### Voucher Inventory

VOUCHER TYPE	NUMBER
Voucher	5473
Protection	196

VOUCHER TYPE	NUMBER
Port-In	12
Port-Out	405
<b>TOTAL</b>	<b>6,086</b>

## **2. Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions**

### **a. Preferences**

NHA may consider the establishment of certain LIPH preferences after an analysis of wait list demographics and other market factors illustrating housing needs. NHA will specifically examine the need for a veteran's, homeless families and/or emergency admission references, and others as needed. NHA may modify its Admissions and Continued Occupancy Policy in FY 2018, subject to Board approval, to reflect new preferences. To the extent that any such modifications require a public comment period and public hearing, Board and HUD approval, NHA will follow applicable requirements prior to implementing these preferences.

The HCV program will include Relocation as a special admission and provide 20 points in the weighting of preferences. Additionally, the Admin Plan has been amended to revise the definition of family for consistency with the Equal Access Rule. This is reflect in revisions to the Admin Plan.

### **b. Arrest Records**

NHA will ensure that adverse housing decisions based upon criminal activity are supported by sufficient evidence that the individual engaged in such activity. NHA will use convictions, not arrest records, to determine that an individual has engaged in criminal activity, per guidance from HUD. However, NHA may deny admission based upon the conduct underlying an arrest if the conduct indicates that the individual is not suitable for tenancy and NHA has sufficient evidence other than the fact of arrest that the individual engaged in the conduct. The conduct, not the arrest, will be the relevant factor for admissions and tenancy determination. Reliable evidence of a conviction may be the basis for determining that disqualifying conduct occurred. This is reflected in revisions to the ACOP. (PIH NOTICE 2015-19)

## **3. Financial Resources**

Financial Resources anticipated in FY-2018 are shown in Attachment B.

## **4. Rent Determination**

Rent for Mixed Families: NHA will prorate the assistance provided to a mixed family using the flat rent as opposed to the Public Housing Maximum Rent. Assistance will then be prorated based upon the number of family members that actually are eligible. This revision is reflected in the ACOP. (PIH Notice 2016-05)

## **5. Operation and Management**

### **a. Security Deposit**

NHA will be returning security deposits, when a resident family transfers from one apartment to another. At which point, NHA require the resident to pay a new security deposit for the new apartment. If resident is unable to provide the security deposit at the time of transfer, NHA

may offer a Security Deposit Payment Agreement whereby the resident must pay the security deposit within the first six months following lease-up in the new unit. Exceptions may be made on a case by case basis, determined by NHA. This practice is reflected in revisions to the ACOP.

**6. Community Service and Self-Sufficiency Program**

**a. Community Service Self-Certification**

NHA and residents must comply with the community service and self-sufficiency requirement (CSSR). NHA intends to accept resident self-certifications of compliance with the Community Service (CS) requirement, per the allowance from HUD. However, NHA will conduct 3<sup>rd</sup> party verification on a sample of the self-certifications annually. This is reflected in revisions to the ACOP. (PIH Notice 2016-06)

**7. Safety and Crime Prevention**

**a. NHA Safety and Crime Prevention Initiative**

The NHA is committed to promoting a safe environment for its residents and the community. As such, NHA has continued to invest resources in proven crime prevention strategies. New cameras have been installed in many of NHA's properties, and the effort will continue into 2018. Additionally, NHA submitted an Emergency Safety and Security Grants Annual Funding Application to HUD to support this initiative. As new and improved cameras are installed throughout the properties, NHA will be upgrading internal servers to better utilize the digital nature of the improved surveillance systems. NHA has been successful, in coordination with the Newark Police Department (NPD), in maintaining 24 hours, 7 days a week the surveillance of all cameras at a Security Operation Command Center. Additionally, NHA has continued to provide 24 hour on-site security personnel at 23 senior buildings and several family buildings, all of whom are Security Officer Registration Act (SORA) trained and N.J. Licensed. Through these safety and crime prevention initiatives, the housing authority has advanced its goal to foster a safe community for residents and further assist and support local law enforcement. A review of crime statistics for the first part of FY 2017 reveals that murder, rape and robbery incidents are on track to show a reduction between FY 2016 and 2017.





# **2018 Annual Plan**

## **Attachment B Sources of Funds**

## Attachment B: Sources of Funds

### FY2018 ANNUAL PLAN SOURCES (DRAFT)

Planned Sources	2017 Revised Budget	2018 Budgeted Sources	2018 Planned Uses
<b>1. Federal Grants (FFY 2017)</b>			
Public Housing Operating Fund (Projected)(Prorated @85%)	\$46,864,514	\$43,996,127	PHA Operations
2018 Capital Fund Program (CFP) (Projected)@95%	\$16,510,675	\$14,859,608	Capital Improvement Activities
HCVP HAP and Admin	\$62,555,967	\$61,214,672	HAP Payments & Administration
<b>2. Other Federal Grants</b>			
2017 Capital Fund Replacement Housing Factor (Projected)	\$293,476	\$264,128	Redevelopment Activity & Administration
2017 ROSS Grant (Projected)	\$134,897	\$134,897	PHA Operations
<b>3. Prior Year Federal Grants (unobligated funds only)</b>			
2017 Capital Fund Financing Program (CFFP)	\$6,000,000	\$6,000,000	Redevelopment - Montgomery II
2014 Capital Fund Program	\$2,147,977	\$1,882,971	Capital Improvement Activities
2015 Capital Fund Program	\$4,707,071	\$1,688,729	Capital Improvement Activities
2016 Capital Fund Program	\$7,237,597	\$8,096,165	Capital Improvements and Administration
2013 Capital Fund Replacement Housing Factor	\$295,237	\$0	Redevelopment Activity
2014 Capital Fund Replacement Housing Factor	\$839,182	\$839,182	Redevelopment Activity
2015 Capital Fund Replacement Housing Factor	\$504,421	\$504,421	Redevelopment Activity & Administration
2016 Capital Fund Replacement Housing Factor	\$0	\$628,040	
Up-Front Grant	\$2,763,096	\$2,763,096	Redevelopment Activity
<b>4. Public Housing Dwelling Rental Income</b>	\$19,967,677	\$19,198,420	PHA Operations
<b>Non-Dwelling Rental Income</b>	\$221,934	\$101,326	PHA Operations
<b>Other Revenue-Rooftop Rental</b>	\$184,825	\$227,770	PHA Operations
<b>Total Resources</b>	<b>\$171,228,545</b>	<b>\$162,399,550</b>	



# **2018 Annual Plan**

## **Attachment C New Activities**



## **2018 Annual Plan**

### **Attachment C: New Activities**

#### **B.2. New Activities**

##### **(b) Description of New Activities**

#### **1. Hope VI and Choice Neighborhoods**

The CNI Transformation Plan for Seth Boyden Terrace (NJ2-1)/Dayton Neighborhood, submitted to HUD in October of 2014, was approved. While the NHA has not been able to secure funds to redevelop the site, it will continue its efforts. Additionally, NHA will pursue any future Choice Neighborhoods Implementation Grant opportunities for which NHA is eligible. HUD has indicated that a CNI Implementation NOFA will be published in CY 2017.

#### **2. Mixed Finance, Modernization or Development**

- a. NHA continues to refine its construction plans for Baxter II. It is anticipated that this mixed finance development will consist of commercial, housing, education, and economic development opportunities.
- b. Construction on the New Horizons/Irvin Turner Boulevard site (NJ002003013), now known as the Boulevard West Project will begin in the fall of 2018 and will include 89 units of new construction, including some commercial spaces.
- c. NHA broke ground for the development of Montgomery Heights Phase II. CFFP Funds were used to facilitate the closing of the project and construction is anticipated to be completed by Spring of 2018. There are 154 units planned for Phase II.
- d. NHA issued a Request for Proposals for the potential residential development of the two High/Spruce buildings along Dr. M.L. King, Jr. Boulevard.

#### **3. Demolition and/or Disposition**

- a. On January 13, 2014, the Newark Housing Authority received approval from HUD SAC to demolish 503 units located at Seth Boyden Family (NJ002002001).
- b. On January 26, 2014, the agency received demolition approval for 50 units located at Bergen Street Village (NJ002003012).
- c. ON August 13, 2015, NHA received disposition approval (partial) for the vacant undeveloped portion of land at Woodland Village/So. 10<sup>th</sup> Street (NJ002003003).
- d. The NHA intends to apply for Demolition of 275 units at Terrell Homes (NJ2-9).
- e. NHA intends to apply for disposition approval to develop a potential office space complex at Baxter Park, Lock Street Warehouse site.

#### **4. Designated Housing for Elderly and Disabled Families**

The table below includes the developments which have been approved as part of NHA's Designated Housing Plan. NHA received approval for an extension to the Plan through December 2017.

NHA will submit a letter to request the extension of its Designated Housing Plan for an additional two years, through December 2019. The request will reflect the removal of Geraldine Foushee as

a designated elderly development. G. Foushee was approved for disposition and, through the use of private funding, is being converted to a Project Based Development. NHA may undertake an analysis of its waiting list and available housing in Newark to determine if additional designated housing requests are warranted. NHA may submit a new Designated Housing Plan if substantial modifications to the existing designations are proposed

Development Name	Project	Number of Units
Geraldine Foushee	NJ002019E	245
Kretchmer Homes J	NJ002021A	121
Seth Boyden	NJ002021F	130
Stephen Crane	NJ002022C	67
Stephen Crane	NJ002022D	68
James C. White	NJ002025	206

**5. Conversion of Public Housing to Project-Based Assistance under RAD**

NHA may submit applications for conversion of Public Housing to Project-Based Assistance under RAD in FY 2018. NHA will ensure that any application submitted is financially feasible and does not include more than 1,000 units for conversion. Where NHA may submit an application for multiple projects, NHA will prioritize the projects and provide that information with its RAD application.

**6. Non-Smoking Policies**

NHA will be implementing a No-Smoking policy in the summer of 2018, per HUD's final rule. The policy will be a revision to the Annual Plan and the ACOP. Therefore, NHA will conduct a public engagement process in accordance with the Annual Plan and ACOP amendment procedures to ensure participation and comments from residents and stakeholders. (PIH Notice 2017-03)

**7. Project-Based Vouchers**

NHA anticipates the addition of approximately 197 PBV units in FY 2018. Project-basing is consistent with the City's Strategic Plan in that it both encourages new development of affordable housing and prevents the loss of affordable housing. NHA will continue to take full advantage of viable financing opportunities. NHA currently administers RAD PB vouchers for 3rd party owners.

Project Based Property	Location	Project Based Type	Projected Certification Of Occupancy Date	Total Units Awarded
Somerset Brownstone	25-49 Somerset Street	Family	June, 2018	30
Baxter Park Phase II	3 Wellington Way	General	January, 2019	31
Montgomery Heights Phase II	685 Dr. Martin Luther King, Jr. Blvd	General	October 2018	49

New Horizons Phase I	220-280 Irvine Turner Blvd	General	September 2018	57
Claremont at Central Ave	243-245 Central Avenue	General	December 2018	22
The Lantana Urban Renewal	109-119 Broad Street	General	March 2019	8
<b>Total:</b>				<b>197</b>

**8. Units with Approved Vacancies for Modernization**

NHA has **185 units** approved for modernization, in accordance with 24 CFR 990.145(a) (1). These units are located throughout the NHA portfolio and include, but is not limited to, the following developments: (a) Stephanie Thompson (NJ0020023002), 27 units; (b) Riverside Village—84 of the units were vacated and are scheduled to be rehabbed by FY-2017; and (c) Westside Village. Whenever possible and if residents so desired, HCVs were provided to relocate from the site, as substantial rehabilitation must occur in order to bring the units up to code. NHA's Force Account and resident labor are rehabbing the property

**9. Other Capital Grant Programs**

NHA intends to apply for all funding opportunities which will further NHA's mission to invest in families by building and maintaining affordable housing and encouraging economic independence and healthy communities. This includes, but is not limited to, Capital Funds Programs (CFP), Capital Fund Financing Programs (CFFP), Capital Funds Emergency Safety and Security Programs, CNI grants, grants for security, redevelopment, environmental clean-up, planning, social services, education, training, homelessness, affordable housing and community development.



## **2018 Annual Plan**

# **Attachment D: Civil Rights Certification – HUD 50077**

## **Attachment D: Civil Rights Certification – HUD 50077**

To be completed and executed prior to submission of the Annual Plan to HUD.





## **2018 Annual Plan**

### **Attachment E: Progress Report**



## **Attachment E: Progress Report**

### **B.5 Update in Meeting Mission and Goals**

The following Goals and Strategic Objectives for the NHA are updated to reflect intended progress in 2018:

- A. Goal 1: Operate a Well-Managed Housing And Redevelopment Agency. Update:** NHA developed a Strategic Plan and the Executive Team continues to employ and revise strategies. New internal procedures to facilitate the work flow and to improve external and internal communications have been developed, including policies to improve personnel, finance, and unit-turn around, and tracking of work orders. NHA has streamlined processes and increased efficiency.
- B. Goal 2: Create A Sustainable Business Model. Update:** A long-term, sustainable business model has been developed. NHA continues to better engage and respond to stakeholders, residents as well as employees. An ongoing process, NHA has begun to highlight its other accomplishments to community improvements and family self-sufficiency—an agency that accomplishes more than just housing.
- C. Goal 3: Maximize Affordable Housing Options. Update:** NHA continues to leverage its options and resources to create long-term solutions to maintain, modernize and build affordable housing. Development projects in the pipeline include the rehab of Lincoln Towers, new construction for Montgomery II and New Horizons are underway. Baxter and Seth Boyden are on hold. NHA is seeking disposition of Walsh Homes (rear portion), and Woodland South/10<sup>th</sup> Street (vacant land portion). Seth Boyden Family and Bergen Street sites have been approved for demolition, since 2014.
- D. Goal 4: Leverage Resources to Encourage Resident Self-Sufficiency. Update:** NHA continues to create partnerships with vendors and providers to assist residents and families to attain self-sufficiency. Educational and skills training classes will be held at the TREC, which opened in late 2016, as well as other programs from its community enrichment centers. Certain residents of the Dayton Neighborhood, trained through the LISC Leadership Academy, are poised to assist NHA to lead the efforts to engage and lead the community to assist in the redevelopment of the area
- E. Goal 5: Promote Safe and Healthy Environments: Update:** With an emphasis on security, NHA invested in cameras, new scanners, palm recognition and other measures and will continue to identify measures to ensure safety of its residents. Facial recognition cameras are scheduled for 24 elderly and disabled buildings. New athletic fields and playgrounds are opened (Waterfront soccer field, playground at Hyatt Court) and more are scheduled. New

recreational and educational programs and activities are targeted for the TREC, the Waterfront and the Clubhouse in 2017.



## **2018 Annual Plan**

### **Attachment F: Resident Advisory Board Comments & NHA Responses**

## Attachment F: Resident Advisory Board Comments & NHA Responses

Comment	NHA Response
<ul style="list-style-type: none"> <li>Various resident leaders expressed opposition to implementation of a smoke-free policy.</li> </ul>	<ul style="list-style-type: none"> <li>NHA is required to institute smoke-free Public Housing pursuant to HUD Notice PIH NOTICE-2017-03 issued on February 15, 2017.</li> <li>According to PIH NOTICE-2017-03 PHAs must design and implement a policy barring the use of prohibited tobacco products in all public housing living units, interior common areas and outdoor areas within 25 feet from public housing and administrative office buildings (collectively, “restricted areas”). The Rule does not prohibit smoking by residents; rather, it requires that residents who smoke do so at least 25 feet away from the buildings.</li> <li>NHA is in the process of developing a smoke-free policy. Before NHA’s Smoke-Free Policy is finalized and implemented, NHA will follow applicable requirements for public review and comment and Board approval.</li> </ul>
<ul style="list-style-type: none"> <li>Various resident leaders expressed concern that NHA’s policies on termination or denial of assistance will compromise resident security and safety since NHA uses convictions, not arrest records, to determine that an individual has engaged in criminal activity.</li> </ul>	<ul style="list-style-type: none"> <li>NHA is required to follow HUD guidance on excluding the use of arrest records in housing decisions. Please note that NHA’s policy provides that arrest records can be used as one of the factors to determine if an applicant is not suitable for tenancy.</li> <li>According to Notice H 2015-10 issued on November 2, 2015 (Reference: PIH 2015-19), arrest records may not be the basis for PHAs and owners of other federally-assisted housing to deny admission, terminate assistance or evict tenants.</li> <li>NHA’s ACOP contains the following policy language: <ul style="list-style-type: none"> <li><i>NHA will ensure that adverse housing decisions based upon criminal activity are supported by sufficient evidence that the individual engaged in such activity. NHA uses convictions, not arrest records, to determine that an individual has engaged in criminal activity. NHA may deny admission based upon the conduct underlying an arrest if the conduct indicates that the individual is not suitable for tenancy and NHA has sufficient evidence other than the fact of arrest that the individual engaged in the conduct. The conduct, not the arrest, will be the relevant factor for admissions and</i></li> </ul> </li> </ul>

Comment	NHA Response
	<p><i>tenancy determination. Reliable evidence of a conviction may be the basis for determining that disqualifying conduct occurred</i></p> <ul style="list-style-type: none"> <li>• NHA's Admin Plan contains the following language: <ul style="list-style-type: none"> <li>○ <i>In determining whether to deny or terminate assistance, NHA will take such action if the preponderance of evidence indicates that a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted. The NHA shall not solely rely on an arrest record to determine an applicant or participant has engaged in criminal activity. Extenuating circumstances, such as current or past participation in a rehabilitation program, will be considered before final withdrawal of the applicant or termination of assistance.</i></li> </ul> </li> </ul>



## **2018 Annual Plan**

### **Attachment G Certification by State & Local Officials: HUD 50077-SL**

## **Attachment G: Certification by State & Local Officials – HUD 50077-SL**

To be completed and executed prior to submission of the Annual Plan to HUD.





## **2018 Annual Plan**

# **Attachment H Public Comments & Responses**

## **Attachment H: Public Comments & Responses**

To be prepared after the public comment period ends on: September 21, 2017



## **2018 Annual Plan**

### **Attachment I Revisions – Admissions and Continued Occupancy Policy (ACOP)**



## Attachment I: ACOP Revisions

The following chart summarizes the proposed changes proposed to NHA's Admissions and Continued Occupancy Policy (ACOP) and Lease for FY 2018.

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
1.	Chapter 2: Fair Housing, Equal Opportunity and VAWA  Non-Discrimination	Equal Access Rule	<ul style="list-style-type: none"> <li>Included outdated definition</li> </ul>	<ul style="list-style-type: none"> <li>Updated definition of sexual orientation and gender identify and perceived gender identify for consistency with</li> </ul>	
2.	Chapter 2: Fair Housing, Equal Opportunity and VAWA  Discrimination Complaints	PIH NOTICE 2014-12	<ul style="list-style-type: none"> <li>Not in the current ACOP</li> </ul>	<p>Upon receipt of a housing discrimination complaint, NHA will:</p> <ul style="list-style-type: none"> <li>Provide written notice of the complaint to those alleged and inform the complainant that such notice was made</li> <li>Investigate the allegations and provide the complainant and those alleged with findings and either a proposed corrective action or an explanation of why corrective action is not warranted</li> <li>Keep records of all complaints, investigations, notices, and corrective actions [Notice PIH 2014-20]</li> </ul>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
3.	Chapter 2: Fair Housing, Equal Opportunity and VAWA  Violence Against Women Act	Final Rule: Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs 11-16-16	<ul style="list-style-type: none"> <li>• VAWA policies did not include relevant information from the Final Rule</li> </ul>	<ul style="list-style-type: none"> <li>• Updated policies to include provisions of the VAWA Final Rule including, but not limited to: <ul style="list-style-type: none"> <li>○ Updated VAWA notice requirements and forms</li> <li>○ Record keeping requirements and reporting requirements</li> <li>○ New definitions, i.e. affiliated individual, sexual assault</li> <li>○ New requirement for time periods during which a VAWA victim can remain in the unit while establishing eligibility</li> <li>○ Establishing a requirement for an Emergency Transfer Plan</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Update with applicable Lease provisions regarding VAWA Final Rule</li> </ul>
4.	Chapter 4: Eligibility & Suitability  Social Security Numbers	PIH NOTICE 2016-05	<ul style="list-style-type: none"> <li>• Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>• If a child under age 6 has been added to an applicant family within the 6 months prior to program admission, an otherwise eligible family may be admitted to the program and must disclose and document the child's SSN within 90 days of admission.</li> </ul>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				<ul style="list-style-type: none"> <li>If an applicant family includes a child under 6 years of age who joined the household within the 6 months prior to the date of program admission, an otherwise eligible family may be admitted and must provide documentation of the child's SSN within 90 days. A 90-day extension will be granted if NHA determines that the resident's failure to comply was due to unforeseen circumstances and was outside of the resident's control</li> </ul>	
5.	Chapter 4: Eligibility & Suitability  EIV Screening	PIH Notice 2010-19	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>An EIV Former Tenant Search will be conducted on adult members of an applicant household and on adult members prior to adding them to an existing household. NHA will follow its policies on debt, denial and termination of assistance when reviewing and acting on results of the EIV Former Tenant Search.</li> </ul>	
6.	Chapter 4: Eligibility & Suitability  Criminal Record Screening	PIH Notice 2015-19	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>NHA will ensure that adverse housing decisions based upon criminal activity are supported by sufficient evidence that the individual engaged in such activity. NHA uses convictions, not arrest records, to determine that an individual has engaged in</li> </ul>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				criminal activity. NHA may deny admission based upon the conduct underlying an arrest if the conduct indicates that the individual is not suitable for tenancy and NHA has sufficient evidence other than the fact of arrest that the individual engaged in the conduct. The conduct, not the arrest, will be the relevant factor for admissions and tenancy determination. Reliable evidence of a conviction may be the basis for determining that disqualifying conduct occurred	
7.	Chapter 5: Application, Wait List and Tenant Selection  Special Housing Initiatives	24 CFR 960.206	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>NHA may develop special housing initiatives that receive limited local preference through NHA Board approval. These special initiatives are targeted for specifically named families and may be based on NHA and community priorities or HUD targeted funding. In addition, SHIs may include a defined number of PH units that will be allocated to families meeting specific described criteria. Examples of special housing initiatives include Chadwick, Millennium Way and DCP&amp;P preferences. See ACOP policies on preferences for more detail.</li> </ul>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				<ul style="list-style-type: none"> <li>Generally, applicants for SHIs are referred to NHA. When referred to NHA, these families may have already been determined eligible based on the referring organizations criteria. However, these families must meet NHA income and other eligibility requirements in order to be housed. In establishing special housing initiatives, NHA will determine the priority given to special housing initiative applicants, including if appropriate, the ratio of admissions of standard applicants to special initiatives applicants</li> </ul>	
8.	Chapter 5: Application, Wait List and Tenant Selection  Admission Preferences	24 CFR 960.206	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>NHA may consider establishment of veteran's, homeless families and/or emergency admission preferences. NHA may modify its Admissions and Continued Occupancy Policy in FY 2018, subject to Board approval, to reflect these new preferences. To the extent that any such modifications require public comment, Board and HUD approval, NHA will follow</li> </ul>	.



No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				applicable requirements prior to implementing these preferences.	
9.	Chapter 7: Income & Adjusted Income  Earned Income Disallowance	PIH Notice 2016-05	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>The earned income disallowance (EID) encourages people to enter the work force by not including the full value of increases in earned income for a period of time. On April 7, 2016, under the PIH Notice on Streamlining Administrative Regulations for Programs Administered by Public Housing Agencies, HUD revised the Earned Income Disallowance calculation and time frames. Families that currently benefit from the EID, or who become eligible prior to the effective date of EID changes to this ACOP are eligible to receive the EID benefit for 24 months over a 48-month period, as was in effect prior to the effective date of this provision.</li> <li>While qualification for the disallowance is the same for all families, calculation of the disallowance will differ depending on when the family member qualified for the EID. Residents qualifying prior to</li> </ul>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				<p>January 1, 2018 will have the disallowance calculated under the “Original Calculation Method” described below, which requires a maximum lifetime disallowance period of up to 48 consecutive months. Residents qualifying on or after January 1, 2018 will be subject to the “Revised Calculation Method,” which shortens the lifetime disallowance period to 24 consecutive months</p> <ul style="list-style-type: none"> <li>• Once a family member is determined to be eligible for the EID, the 24–calendar month period starts. This calculation applies only to resident who qualified for the EID on or after January 1, 2018.</li> <li>• If the family member discontinues the employment that initially qualified the family for the EID, the 24–calendar month period continues;</li> <li>• During the 24–calendar month period, EID benefits are recalculated based on changes to family member income and</li> </ul>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				<p>employment (no change from current practice);</p> <ul style="list-style-type: none"> <li>During the first 12 calendar month period, NHA will exclude all increased income resulting from the qualifying employment of the family member;</li> <li>During the second 12 calendar month period, NHA will exclude 50% of all increased income resulting from the qualifying employment of the family member</li> <li>The EID benefit is limited to a lifetime 24-month period for the qualifying family member;</li> <li>At the end of the 24 calendar months, the EID ends regardless of how many months were “used.”</li> </ul>	
10.	Chapter 8 Rent  Rent for Mixed Families	PIH Notice 2016-05	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> <li>Calculation of rent mixed families was revised to reflect use of the flat rent</li> </ul>	<ul style="list-style-type: none"> <li>HUD regulations prohibit assistance to ineligible family members. A <i>mixed family</i> is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible family members. NHA will prorate the assistance provided to a mixed</li> </ul>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				<p>family. NHA will first determine TTP as if all family members were eligible and then prorate the rent based upon the number of family members that actually are eligible. To do this, NHA will:</p> <ol style="list-style-type: none"> <li>(1) Subtract the TTP from the flat rent applicable to the unit. The result is the maximum subsidy for which the family could qualify if all members were eligible.</li> <li>(2) Divide the family maximum subsidy by the number of persons in the family to determine the maximum subsidy per each family member who is eligible (member maximum subsidy).</li> <li>(3) Multiply the member maximum subsidy by the number of eligible family members.</li> <li>(4) Subtract the subsidy calculated in the last step from the flat rent. This is the prorated TTP</li> <li>(5) Subtract the utility allowance for the unit from the prorated TTP.</li> </ol>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				<p>This is the prorated rent for the mixed family.</p> <p>(6) When the mixed family's TTP is greater than the applicable flat rent, use the TTP as the prorated TTP. The prorated TTP minus the utility allowance is the prorated rent for the mixed family</p> <ul style="list-style-type: none"> <li>Revised public housing flat rents will be applied to a mixed family's rent calculation at the first annual reexamination after the revision is adopted.</li> </ul>	
11.	Chapter 10: Leasing  Security Deposit	NHA	<ul style="list-style-type: none"> <li>If an applicant is unable to provide the security deposit at the time of unit offer, NHA may offer a Security Deposit Payment Agreement whereby the applicant must pay one-half of the security deposit at the time of unit acceptance and pay the remaining portion within the first six months following lease-up.</li> </ul>	<ul style="list-style-type: none"> <li>Where transfers are concerned, for the unit being vacated, NHA will return the security deposit to the resident, within 30 days of move out. Residents transferring to a new unit must provide a security deposit for the new unit at the time of unit offer.</li> <li>If a resident, moving as a result of a mandatory or resident initiated transfer, is unable to provide the security deposit at the time of unit offer, the resident will have six months from the lease date to provide the security deposit in full. NHA may make exceptions to</li> </ul>	<ul style="list-style-type: none"> <li>Where transfers are concerned, for the unit being vacated, NHA will return the security deposit to the resident, within 30 days of move out. Residents transferring to a new unit must provide a security deposit for the new unit at the time of unit offer.</li> <li>If a resident, moving as a result of a mandatory or resident initiated</li> </ul>

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				this policy on a case-by-case basis.	transfer, is unable to provide the security deposit at the time of unit offer, the resident will have six months from the lease date to provide the security deposit in full. NHA may make exceptions to this policy on a case-by-case basis.
12.	Chapter 10: Leasing  Smoke Free Policy	PIH Notice 2017-03	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>NHA will adopt smoke-free policies, which will be implemented no later than August 3, 2018. NHA's Smoke-Free policies will be included as an attachment to the Lease.</li> <li>NHA will follow applicable requirements for public comment and Board approval prior to implementation of the Smoke-Free policy</li> </ul>	<ul style="list-style-type: none"> <li>To be incorporated once Smoke-Free policy is developed and approved</li> </ul>
13.	Chapter 10: Leasing  Pest Control Activities	NHA	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>Resident negligence, resulting in infestation, is a violation of the Lease and may result in Lease termination.</li> </ul>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
14.	Chapter 15: Community Service  Exempt Residents	PIH 2016-06	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>Individuals who have special circumstances which they believe will prevent them from completing the required community service hours for a given month, must notify NHA in writing. NHA will review the request and notify the individual of its determination. NHA may require those individuals to provide documentation to support their claim.</li> <li>NHA will make the final determination as to whether to grant an exemption from the community service requirement. If a resident does not agree with NHA's determination, the resident may dispute the decision through NHA's grievance procedures, whichever is applicable.</li> </ul>	
15.	Chapter 15: Community Service  Work Activities	PIH 2016-06	<ul style="list-style-type: none"> <li>A member of a family receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of the State in</li> </ul>	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>A member of a family receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of the State in</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
			which the PHA is located, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in non-compliance with such a program.	which the PHA is located, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in non-compliance with such a program. HUD has determined that the Supplemental Nutrition Assistance Program (SNAP) qualifies as a welfare program of the state. Therefore, if a tenant is a member of family receiving assistance under SNAP, and has been found by the administering State to be in compliance with the program requirements, that tenant is exempt from the CSSR.	
16.	Chapter 15: Community Service  Documentation & Verification	PIH 2016-06	<ul style="list-style-type: none"> <li>NHA will conduct third party verification of the CSSR activities to verify completion</li> </ul>	<ul style="list-style-type: none"> <li>At lease execution and regular reexamination, each adult member (18 or older) of a Public Housing resident family must sign an acknowledgement that he/she has received and read the CSSR policy. Further the</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				<p>resident acknowledgement includes resident understanding that failure to comply with the CSSR will result in nonrenewal of their lease.</p> <ul style="list-style-type: none"> <li>At lease execution and regular reexamination each exempt adult member must provide documentation that they are exempt from the CSSR. Non-exempt family members (including those that were non-exempt for a portion of the year) must provide completed documentation forms of activities performed over the previous twelve months. For individuals who are exempt because they are elderly or permanently disabled, verification of exempt status will be done once and will not be completed annually.</li> <li>If qualifying activities are administered by an organization other than NHA, a family member who is required to fulfill a service requirement must provide one of the following:</li> </ul>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				<ul style="list-style-type: none"> <li>○ A signed certification to NHA by such other organization that the family member has performed such qualifying activities; or</li> <li>○ A signed self-certification to NHA by the family member that he or she has performed such qualifying activities.</li> </ul>	
17.	Chapter 15: Community Service  Validation Requirements	PIH 2016-06	<ul style="list-style-type: none"> <li>• Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>• NHA will validate a sample of self-certifications with the third-party for whom the resident completed the community service or self-sufficiency activity.</li> </ul> <p>The sample of self-certifications NHA validates will be a statistically valid, random sample using the HUD required sampling process. The universe of self-certifications should only include residents that submitted a self-certification, and should not include:</p>	<ul style="list-style-type: none"> <li>•</li> </ul>

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				<ul style="list-style-type: none"> <li>○ Residents that are under the age of 18 years or 62 years or older;</li> <li>○ Residents that are exempt</li> <li>○ Residents for which a PHA receives third party verification of completion with CSSR; and</li> <li>○ Residents that did not complete the required CSSR.</li> </ul> <p>Because the number of residents subject to the CSSR is constantly in fluctuation due to unit turnover, resident employment, etc., NHA wo;; choose a point in time annually to calculate the universe of self-certifications received during the previous 12 months.</p> <p>To validate a self-certification, NHA will obtain third-party documentation that includes, at a minimum, the name of the organization or person, the number of hours completed by the resident, a signature from the appropriate staff person within the third-party organization or person and that staff person's contact information. Consistent with the written third-party</p>	

No	Chapter Name Subject Area	Source	Existing ACOP	Proposed ACOP	Proposed Lease
				verification techniques outlined in Notice PIH 2010-19, NHA may accept third-party generated documentation directly from the third-party or from the resident.	
18.	Chapter 17 Lease Termination  Other Serious or Repeated Violations of Material Terms of the Lease	24 CFR 966.4 and 966.5	<ul style="list-style-type: none"> <li>Not currently included in the ACOP</li> </ul>	<ul style="list-style-type: none"> <li>If NHA can prove resident negligence that results in a fire, infestation and/or flood to the unit or NHA property, NHA will terminate the lease and move to evict for failure to comply with the lease requirements.</li> </ul>	<ul style="list-style-type: none"> <li>If NHA can prove resident negligence that results in a fire, infestation and/or flood to the unit or NHA property, NHA will terminate the lease and move to evict for failure to comply with the lease requirements</li> </ul>



## **2018 Annual Plan**

### **Attachment J: Admissions & Continued Occupancy Policy (ACOP)**

## **Attachment J: Admissions & Continued Occupancy Policy**

Please see the Draft Admissions and Continued Occupancy Policy, dated 8-4-17, which is available on NHA's website.



## **2018 Annual Plan**

# **Attachment K: Revisions Housing Choice Voucher Program Administrative Plan**

## Attachment K: Revisions to the Housing Choice Voucher Program Administrative Plan

*The following chart summarizes the changes proposed to NHA's Administrative Plan for the Housing Choice Voucher Program for FY 2018*

No	Chapter Name Subject Area	Source	Existing Administrative Plan Text	Proposed Administrative Plan Text
1.	II-E Selection from Waiting List , i – Local Preferences	p. 11	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Add – “Special Admissions, including Relocations (20 points)” as last bullet point.</li> </ul>
2.	II-S. Re-Certification of Household Composition, Income, Allowances and Rent <i>i. Annual Re-Certifications</i>	p. 32	<ul style="list-style-type: none"> <li>If the family fails to appointment second request to complete the recertification process and fails to respond with complete information, NHA may send the family a notice terminating assistance under the Housing Choice Voucher Program, effective on the family's re-examination effective date.</li> </ul>	<ul style="list-style-type: none"> <li>If the family fails to respond to a second request to complete the recertification process or if the family fails to respond with complete information, NHA may send the family a notice terminating assistance under the Housing Choice Voucher Program effective on the family's re-examination effective date.</li> </ul>
3.	II-P. Requirements for Lease Submission and Unit Approval viii. <i>Restriction on Renting to Relatives</i>	p.27	<ul style="list-style-type: none"> <li>This policy applies only to new admissions and transfers. The policy does not affect current participants who are leasing units from close relatives until they decide to move or unless the owner wishes to amend the lease or execute a new HAP Contract for the same unit. It also does not affect families at the time that their subsidy is converted to the Housing Choice Voucher so long as they remain in the same unit under the same lease agreement.</li> </ul>	<ul style="list-style-type: none"> <li>Strike this paragraph</li> </ul>



No	Chapter Name Subject Area	Source	Existing Administrative Plan Text	Proposed Administrative Plan Text
4.	ii. Eligibility Criteria- Mainstream Housing Choice Vouchers	p. 11	<ul style="list-style-type: none"> <li>24 CFR 82</li> </ul>	<ul style="list-style-type: none"> <li>24 CFR 982</li> </ul>
5.	II-D. Determination of Eligibility	p. 6	<ul style="list-style-type: none"> <li>1. Qualify as a family defined as follows: a. Two or more persons, with or without children, regularly living together, related...</li> </ul>	<ul style="list-style-type: none"> <li>Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:</li> <li>(a) A single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; (b) Two or more persons...</li> </ul>
6.	II-B. Pre-application and Application	p.6	<ul style="list-style-type: none"> <li>NHA will not deny anyone the right to submit a pre-application when the waiting list is open. Reasonable accommodation will be made for interested, disabled applicants. All applicant households will be offered the opportunity to apply for public housing, if the public housing waiting list is open and will be referred to the appropriate NHA staff.</li> </ul>	<ul style="list-style-type: none"> <li>NHA will not deny any adult or emancipated minor the right to submit a pre-application when the waiting list is open. Reasonable accommodations will be made for interested, disabled applicants.</li> </ul>
7.	APPENDIX 1: DEFINITION OF TERMS	p.80	<ul style="list-style-type: none"> <li>Near-Elderly Person</li> <li>A non-elderly person is at least 50 years of age but below the age of 62.</li> </ul>	<ul style="list-style-type: none"> <li>Near-Elderly Person</li> <li>A near-elderly person is at least 50 years of age but below the age of 62.</li> </ul>

No	Chapter Name Subject Area	Source	Existing Administrative Plan Text	Proposed Administrative Plan Text
8.	APPENDIX 1: DEFINITION OF TERMS	p.79	<ul style="list-style-type: none"> <li>• <b>Live-in Aide</b></li> <li>• A person who resides with someone who is age 50 or older, or disabled, and who: Is determined by NHA to be essential to the care and well-being of the person(s); Is not obligated for support of the person(s); and</li> <li>• Would not be living in the unit except to provide necessary supportive services. A live-in aide does not qualify as the remaining member of a tenant family.</li> </ul>	<ul style="list-style-type: none"> <li>• A person who resides with someone who is elderly, or disabled, and who: Is determined by NHA to be essential to the care and well-being of the person(s); Is not obligated for support of the person(s); and would not be living in the unit except to provide necessary supportive services. A live-in aide does not qualify as the remaining member of a tenant family.</li> </ul>
9.	II-S. Re-Certification of Household Composition, Income, Allowances and Rent <i>i. Annual Re-Certifications</i>	P31	<ul style="list-style-type: none"> <li>• Streamlined Certifications of Annual Income and Assets for Families with Fixed Income (PIH 2016-05).</li> </ul>	<ul style="list-style-type: none"> <li>• (replacement text)The NHA will adopt all mandatory provisions for the Housing Choice Voucher Program as outlined in PIH 2016- 05. Streamlined Certification Streamlined Certifications of Annual Income and Assets for Families with Fixed Income. In addition, the NHA may adopt the discretionary provisions as outlined in the notice (PIH 2016-05)</li> </ul>
10.	II-P. Requirements for Lease Submission and Unit Approval <i>iv. Extensions</i>  <i>NEW</i>	P24	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• (last paragraph) The NHA may establish a reasonable fee for owners for a reinspection under two circumstances:</li> <li>• if an owner notifies the PHA that a deficiency cited in the previous inspection has been repaired and a reinspection reveals that it has not and/or</li> <li>• if the allotted time for repairs has elapsed and a reinspection reveals that any deficiency cited</li> </ul>

No	Chapter Name Subject Area	Source	Existing Administrative Plan Text	Proposed Administrative Plan Text
	II-P. Requirements for Lease Submission and Unit Approval <i>iv. Extensions &amp; Fees</i>			<p>in the previous inspection that the owner is responsible for repairing has not been corrected.</p> <ul style="list-style-type: none"> <li>• Fees to the owner must not be applied in the following instances:</li> <li>• deficiencies caused by the participant family;</li> <li>• initial inspections;</li> <li>• regularly scheduled inspections;</li> <li>• an instance in which an inspector was unable to gain access to a unit; or</li> <li>• new deficiencies identified during a reinspection. If new deficiencies are uncovered during reinspection, a PHA should follow normal procedures to address these newly identified deficiencies.</li> <li>• In addition, an owner who is assessed a fee may not pass the fee on to the family</li> </ul>
11.	IV-A. Project-Based Voucher (PBV) Program	P49	<ul style="list-style-type: none"> <li>• The NHA's project selection criteria are provided here and will be made available for public viewing. Under the Project Based Voucher (PBV) program, the NHA may enter into contracts with private owners to use up to 20 percent of Housing Choice Voucher subsidy funds in particular buildings. This is known as "project-basing" what are otherwise tenant-based vouchers.</li> </ul>	<ul style="list-style-type: none"> <li>• The NHA's project selection criteria are provided here and will be made available for public viewing. Under the Project Based Voucher (PBV) program, the NHA may opt to project base an additional 10 percent above 20 percent unit limitation to service homeless families, families with veterans, supportive housing for persons with disabilities or elderly persons, or in areas where vouchers are difficult to use.</li> </ul>

No	Chapter Name Subject Area	Source	Existing Administrative Plan Text	Proposed Administrative Plan Text
12.	IV-A. Project-Based Voucher (PBV) Program  9. Housing Assistance Payments (HAP) Contract Execution.	p55	<ul style="list-style-type: none"> <li>The NHA may enter into a Housing Assistance Payments (HAP) Contract for a maximum of ten years contingent upon annual appropriations. Further, the NHA can extend contract periods to achieve long-term housing affordability or increased housing opportunities up to an aggregate total term of 15 years. Extensions will be granted within one year before HAP expiration.</li> </ul>	<ul style="list-style-type: none"> <li>The NHA may enter into a Housing Assistance Payments (HAP) Contract with an initial term of up to 20 years and further extend that term for an additional 20 years. The NHA may agree to enter into an extension any time before the expiration of the contract. In addition, the NHA may grant more than one extension. However, all extensions in total must not exceed 20 years.</li> </ul>
13.	IV-A. Project-Based Voucher (PBV) Program  10. Adding Unit to Housing Assistance Payments (HAP) Contract	P56		<ul style="list-style-type: none"> <li>The NHA may amend the HAP contract to add additional PBV contract units in projects that already have a HAP contract without a competitive process (see 24 CFR 983.51(b)) for those added PBV units, regardless of when the HAP contract was signed. These additional PBV units, are subject to the PBV program cap and the individual project caps, found in sections 8(o)(13)(B) and (D) of the 1937 Act, respectively. Reasons a HAP contract may be amended to add additional units may include: As an offset because of a shortfall in other project funding; or to service families designated to receive supportive services.</li> </ul>



## **2018 Annual Plan**

# **Attachment L: Housing Choice Voucher Program Administrative Plan**

## **Attachment L: Housing Choice Voucher Program Administrative Plan**

Please see the Draft Administrative Plan, dated 8-4-17, which is available on NHA's website.